

**Position Announcement for Program Officer (Strategic information)**  
Centers for Disease Control and Prevention/Global AIDS Program (CDC/GAP), HCMC

**BASIC FUNCTIONS OF THE POSITION:**

The primary responsibility of the position is the development and management of Strategic Information (SI) activities and key partners supporting program activities as defined in the PEPFAR Vietnam Country Operational Plan. The position will also work closely with fellow SI team members to ensure that all SI activities are well coordinated, evidence-based, and of high-quality. The position will be responsible for planning and implementing the procurement of resources and training to ensure that participating partners are adequately equipped to meet objectives.

Specific activities for the Strategic Information Program Officer include collection and interpretation of performance indicator data; ongoing assessment of data quality; designing and performing evaluations; reviewing partner reports; conducting SI partner portfolio reviews; and providing performance monitoring assistance to promote capacity building of local organizations.

Additional responsibilities include collecting semi-annual and annual performance reports from program partners; providing technical assistance in program design, implementation and evaluation; and providing direction and capacity building to government and other health partners to increase access to and utilization of strategic information, including designing and implementing operations research, population size estimation and coverage, managing various health management information systems, surveillance and survey information, and M&E for effective planning and implementation. The incumbent will conduct ongoing assessment of the data quality and indicators used to monitor and evaluate program performance; and develop and refine systems and criteria for performance monitoring and evaluation that are consistent with CDC standards. The incumbent will contribute to data collection and synthesis for Annual Reports and other performance monitoring.

**QUALIFICATION REQUIREMENTS:**

1. Medical Degree or Masters degree or higher in one of the following fields: public health, computer science, social sciences or related fields is required.
2. At least three years experience in health monitoring and evaluation or surveillance/surveys field. Prior experience in organizational design and data collection and data analysis; or data management, and program monitoring.
3. Must be a self-starter with the ability to organize multiple complex and varying tasks involving collaborative work with Government of Vietnam, NGO and private partners.
4. Level III is required in speaking, reading, writing, and understanding English – must be able to read and understand technical manuals in English; Level 4 (native fluency) is required in speaking, reading, writing and understanding Vietnamese. Incumbent must possess specialized knowledge about computerized strategic information applications.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from the Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

Please contact Nguyen Thi Minh Chau (Ms.), phone (848) 3520-4507 or by email at

[NguyenCM@vn.cdc.gov](mailto:NguyenCM@vn.cdc.gov) at CDC/GAP for further inquiries relative to specifics of this position.

**CLOSING DATE FOR THIS POSITION NOT YET POSTED PENDING ADVERTISEMENT**  
**(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)**